



Northern Arizona Intergovernmental Public Transportation Authority

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Transit Advisory Committee Minutes for Thursday, September 3, 2015

NAIPTA Conference Room
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

NOTE: IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA TAC MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM. AUDIO RECORDINGS OF NAIPTA TAC MEETINGS ARE ON FILE IN THE NAIPTA CLERK'S OFFICE.

The Transit Advisory Committee met in Regular Session on Thursday, September 3, 2015 at 10am in a WEB BASED meeting. Members of the TAC attended in person, by telephone or internet conferencing. NAIPTA staff were present in the NAIPTA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004. The public was invited to observe and participate in the meeting at the address above.

TAC MEMBERS PRESENT:

Todd Madeksza, Government Relations Director, Coconino County, designee;
Gillian Thomas, Citizen Representative, Coconino County;
Barbara Goodrich, Deputy City Manager, City of Flagstaff, alternate (via WebEx);
Shari Miller, Citizen Representative, City of Flagstaff (via WebEx) joined at approximately 10:13am;
Dave Wessel, (Vice Chair), Manager, FMPO;
Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee, (via WebEx);
**Five of our eight TAC member seats must be present to constitute a quorum.*

TAC MEMBERS EXCUSED:

Cynthia Seelhammer, County Manager, Coconino County;
Andy Bertelsen, Public Works Director, alternate;
Josh Copley, City Manager, City of Flagstaff;
Tim Kinney, Business Representative, Flagstaff Forty;
Mark Easton, Executive Director of Facilities, CCC, designee;
Martin Ince, Multi-Modal Planner, FMPO, alternate

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, Interim General Manager;
Jacki Lenner, Marketing Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Adam Langford, Transit Planner;



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Stephanie Stearns, Assistant Transit Planner;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Stam called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVE TAC MINUTES FROM 6/4/2015
Vice Chair Wessel moved to approve the minutes from July 2, 2015. Advisor Madeksza seconded. There was no further discussion. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

No one came forth to speak during the call to the public.

5. TAC AGENDA

- a. **PROGRESS REPORTS:**

- i. LINE OF CREDIT FOR FY2016

-Heather Dalmolin, Administrative Director

Ms. Mazza presented this item on Ms. Dalmolin's behalf. She stated the line of credit is typically renewed each year in August. After the TAC meeting last month, it was realized the renewal needed to be approved in July since there would be no meeting in August this year. The first time the line of credit was ever used was last year when NAIPTA was awaiting reimbursement from the Arizona Department of Transportation (ADOT) when a payment for the bus storage facility was due to Kinney Construction Services (KCS). It was repaid in short order when the ADOT funding became available. There were no questions.

6. REVIEW OF THE DRAFT BOARD BUSINESS AGENDA

The TAC reviewed the draft board business agenda and discussed staff reports, in order to provide recommendations to the Board. Specific comments and recommendations are noted in these minutes.



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a. CONSENT ITEMS:

There were no items for the consent agenda.

b. DISCUSSION/ACTION ITEMS:

i. APPROVE COMMERCIAL DRIVER'S LICENSE (CDL) EMPLOYMENT AGREEMENT

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Commercial Driver's License (CDL) Employment Agreement to be used for all new hires that require a CDL as part of the job duties and minimum qualifications.

Ms. Mazza presented this item on Ms. Dalmolin's behalf. She reported NAIPTA staff started tracking the number of new hires going through the training program and who left NAITPA within a 6-12 month period to find employment with their CDL elsewhere. The tracking showed a 25% loss of recently trained operators leaving NAIPTA for other CDL positions. An agreement of this nature has been considered for quite some time. The training costs are substantial and the agreement offers a payback schedule if the employee leaves voluntarily or is terminated for cause within 18 months from date of hire. The question was posed about how successful NAIPTA will be at collecting these fees. Fees will be deducted from the employee's final check. NAU has been considering a similar agreement for their student drivers. The TAC was supportive and interested in seeing if the agreement helps retention. There was no further discussion.

Advisor Miller joined the meeting at approximately 10:13am.

ii. APPROVE THE SECOND AMENDMENT TO THE VRIDE, INC. VANPOOL CONTRACT

-Erika Mazza, Interim General Manager

Staff recommends the Board of Directors approve the Second Amendment to the vRide, Inc. Contract for vanpool services within Northern Arizona.

Ms. Mazza noted the contract with vRide, Inc. is renewable annually for a total of 3 years (this amendment is year 2). NAIPTA has received an ADOT award for a 76/24 funding split for vanpools. This means less local dollars are required to fund this service. Currently there are 45 individuals interested in vanpools in the Winslow/Twin Arrows area. Members asked if there has been more success finding drivers and the number of vanpools currently running. Ms. Mazza responded stating the incentive to the driver is use of the vehicle during the day and the plan is to promote it that way. Currently there are no vanpools operating



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One of the difficulties was NAIPTA did not know if there would be federal funding for another year. More outreach events are being scheduled. Hopefully there will be vanpools running in Winslow and Twin Arrows, among others, in the near future. The TAC was overall supportive of the second amendment.

c. PROGRESS REPORTS:

i. SPINE ROUTE STUDY UPDATE

-Adam Langford, Transit Planner

Mr. Langford presented a PowerPoint with slides showing potential routes for the Bus Rapid Transit (BRT) Route. He stated the kickoff for this study was in March 2015 made possible by a \$300,000 grant award from ADOT. The consultants have put forth eight alternatives and are looking for the locally preferred alternative. Recently the alternatives were narrowed to three. The Technical Advisory Committee for the BRT will meet at end of September to discuss the three alternatives further. It has already been determined that if the long range plan to the airport is built out, the preferred route is on High Country Trail through the Ponderosa Trails neighborhood. Bus service would be retained on Lockett, even if the preferred BRT route is south on Fourth Street. Then public outreach will begin in an effort to receive feedback and ascertain the one preferred alternative. An environmental study will then be done. Then plans will be submitted to the Federal Transit Administration (FTA) for additional funding. Vice Chair Wessel noted the Flagstaff Metropolitan Planning Organization (FMPO) is involved in several studies and he has reviewed the top three alternatives for the spine route. He is unsure how all three rejected travel through Northern Arizona University (NAU), perhaps due to speed. He would like to see this reviewed again. Ridership data will continue to be monitored. Once higher frequency is offered, the goal will be to maintain it throughout the entire day. There was no further discussion.

ii. REVIEW OF FLAGSTAFF'S REGIONAL 5-YEAR AND LONG RANGE TRANSIT PLAN IMPLEMENTATION PROGRESS

-Erika Mazza, Interim General Manager

Ms. Mazza noted the City transit tax sunsets in 2020. She reviewed a PowerPoint presentation showing changes NAIPTA has made since the 5-Year and Long Range Plan was approved in May 2013. The high frequency spine route study is being done which will lay some groundwork for the future. Targets for efficiency of the most recent changes were reviewed. Three scenarios similar to what was presented at the Joint meeting in May were again discussed. There is a noticeable increase in ridership. Pass sales have already surpassed pass



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sales for all of last school year. She will bring periodic reports in the future to keep TAC and Board updated. She said she heard all Route 10 buses were filled to capacity that morning. There was a question as to whether service to University Heights is still being considered as DeMiguel is the only school without transit service. Ms. Mazza confirmed it is still being considered, as well as seasonal service to Fort Tuthill. Many are keeping an eye on development along John Wesley Powell Boulevard, south of Interstate 40. Ms. Mazza stated transfer areas are anticipated to remain in the Downtown, Fourth Street and Mall areas. Dollar figures were requested for the three scenarios and Ms. Mazza stated she would update them from the May meeting and bring back at a future meeting. The Bus Rapid Transit (BRT) route is a big piece for capital. There was not further discussion.

iii. UPDATE ON ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) FY2015 SECTION 5310 AND 5311 GRANT AWARDS

-Erika Mazza, Interim General Manager

Ms. Mazza explained NAIPTA received funding awards for all applications submitted. Section 5310 funds serve elderly, low income and disabled populations. The largest award is for \$516,000 at a 90/10 split to do ADA upgrades at more of our stops. This will allow more Mountain Lift clients to ride fixed routes. Mobility Management received \$100,000 at an 80/20 split and should have a 2-year funding cycle. City and County Taxi Voucher Programs and the ADA Plus Program were awarded the same amounts as last year. Section 5311 funds the Vanpool Program. Last year this program was a 50/50 split and did not start until halfway through the year. This year ADOT and vRide worked very hard to reduce the local match and it has ended up overall at a 76/24 split. Ms. Mazza gave ADOT and vRide a lot of credit for exploration. The TAC was pleased and appreciative for receiving this funding.

iv. REPORT ON JULY 2015 EMPLOYEE SATISFACTION SURVEY

-Erika Mazza, Interim General Manager

Ms. Mazza noted this is the first time NAIPTA has allowed all staff except the Executive Team to take the survey. She reviewed the results in a PowerPoint presentation. The results are trending up, except for one, which is inconsistent with other results. Executive Team is investigating this. She gave the TAC time to read comments. There are still some issues to resolve related to NAIPTA culture. Mr. Meilbeck has the comments and is committed to working on them. There was a question asked if there is any correlation to years of service. Ms. Mazza replied that there has been quite a bit of turnover in the last two years. NAIPTA has had 40 new hires in the last year alone. The questions regarding training are specific to those working here for less than one year, but some may



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not have read the section carefully and answered anyway. There was no further discussion.

v. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) HOSTING

-Jeff Meilbeck, CEO and General Manager

Ms. Mazza stated Mr. Meilbeck sends his regrets In October, he plans to recommend the NAIPTA Board extend an invitation to host the FMPO. He has made City staff aware of his intentions and recognizes they may not agree. He plans to invite City staff and Mr. Wessel to respond to his recommendation. This item has been being considered for the last four years and he believes now is the time to bring it forward for a decision. He would like to have closure on this issue prior to the 2017 budget cycle. The TAC will look forward to further conversation in October.

vi. GENERAL MANAGER'S PROGRESS REPORT

-Erika Mazza, Interim General Manager

- Federal Funding Status Update

Ms. Mazza stated she was in Washington DC in early August, in conjunction with a Transit Management conference, and met with our congressional delegation and the Federal Transit Administration (FTA) regarding a long term funding bill and specifically increasing Small Transit Intensive Cities (STIC) funding from 1.5% to 3%. NAIPTA received about \$1M this year based on performance measures through STIC funding at 1.5%. A senate version of the DRIVE Act noted an increase in STIC funding to 2% and feedback is that over time increasing it to 3% is doable. The Community Transportation Association of America (CTAA) Small Urban Network (SUN) is sending a letter of support. Another trip may be necessary at some point. There is concern about how to pay for the long term transportation bill.

- American Public Transportation Association (APTA) AdWheel Awards and Annual Conference

Ms. Mazza noted NAIPTA received several marketing awards at the Annual Meeting last year. She happily reported NAIPTA has again won two first place awards for print media for the Mountain Line Ride Guide and the K-12 student pass sales postcard.

There was a brief technical issue in which phone participation was interrupted at approximately 11:25am. Callers were back on the line within a couple minutes and the meeting was able to continue.



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Ms. Mazza repeated the awards NAIPTA is receiving and noted NAIPTA is eligible for the Grand Prize in this category as well, which will be announced at the awards ceremony. Ms. Mazza, Ms. Lenners and Mr. Meilbeck will all attend the Annual Meeting this year and our advertising contractor, Moore and Associates, will attend the AdWheel awards ceremony as well. Other objectives for attending this conference are to receive more information on best practices, MAP-21 reauthorization, overall networking and the needs of the small urban transit providers.

- **FY2015 Annual Report**

Ms. Mazza reviewed the condensed version of the Annual Report containing highlights from FY2015. She stated we are close to reaching 2 million passengers, hopefully this year and the \$2.54 cost per passenger is the lowest ever. NAIPTA's funding breakdown is noted as well as the technology upgrades made in FY2015. She encouraged TAC members to ride the bus. Ms. Lenners stated NAIPTA will celebrate in some way when we reach ridership of 2 million or more.

- **Arizona Town Hall Flyer**

Ms. Mazza showed the flyer on the screen for the September 8th event for which she will be one of the presenters and encouraged attendance. As Vice Chair Wessel mentioned in the email forwarded to all NAIPTA TAC and Board members, this event will further the discussion of transportation needs in Flagstaff, Northern Arizona and the State as a whole.

ITEMS FROM COMMITTEE AND STAFF:

7. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be October 1, 2015 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. October agenda items will include but not be limited to the NAIPTA Annual Report, Retirement Benefit Policy, 5307 and 5339 Competitive Grant Applications, Transit Tax Outline Workplan, Strategic Measures for Route Launch 8/2, 5307 Application - Additional Small Transit Intensive Cities (STIC) Measure Funding Use, Kaspar Intersection Update and the Workforce Utilization Report. The October agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the TAC.

8. ADJOURNMENT -Chair Stam adjourned the meeting at 11:33am.



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Erin Stam, Chair of the NAIPTA Transit Advisory Committee

ATTEST:

Rhonda Cashman, Clerk of the Board



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